

PRE-CONSTRUCTION CONFERENCE AGENDA

AGREEMENT NUMBER: UC-		JA ACCOUNT NUMBER: JA-	
DATE:		MEETING LOCATION:	
DEVELOPER:			
PROJECT:			
JA-	CS-	SR-	MP- MTCE AREA=
DEVELOPER REP.:			PHONE:
CONTRACTOR REP.:			PHONE:
WSDOT REP.:			PHONE:

I. GENERAL REQUIREMENTS FOR CONSTRUCTION ON WSDOT RIGHT-OF-WAY

A. Required Documentation and Submittals Prior to Construction:

1. Surety Bond.
2. Certificate of Insurance for at least \$1,000,000.
3. Traffic Control Plan(s) to be approved by WSDOT.
4. Proposed Construction Schedule.
5. LETTER OF TRANSMITTAL listing materials suppliers (Earthwork, Aggregates, Asphalt and Concrete Plants, Pit Sites, Mix Designs, Pipe, Drainage Structures, Striping and Pavement Markings, and Electrical RAMS, Shop Drawings, and Catalogue Cuts).

B. State Inspection:

1. Copies of Agreement and approved construction plans must be on site when working on WSDOT right-of-way.
2. Official correspondence and coordination will be through Developer representative.
3. 24-hour notification must be given to WSDOT inspector(s) prior to starting or resuming each various phase of the project.
4. Construction plan changes must be submitted to WSDOT (in writing) and approved in advance of construction.
5. Working hours for this project are per approved Traffic Control Plans. A written request shall be approved by the NW Regional Administrator in order for construction activity to be permitted during any State or Federal Holidays (also Canadian in Whatcom County).

C. Materials and Workmanship:

1. All materials used in this project inside State right-of-way must meet WSDOT specifications and requirements in accordance with the WSDOT/APWA Standard Plans and Specifications.
2. All work or materials not meeting the requirements of WSDOT/APWA Standard Specifications or Standard Plans shall be removed and replaced as DIRECTED BY THE WSDOT INSPECTION ENGINEER.

D. Utility Coordination and Location:

1. If utility relocation needs to be done, original notification is by WSDOT-coordination is through Developer.
2. Use Dial Dig 1-800-424-5555 (48 hour notice required).
3. WSDOT not on Dial Dig-Location. Signal and illumination wiring location is available through Signal Maintenance:
 - a. North (425)-339-1777 (Snohomish, Skagit, Whatcom, Island Counties)
 - b. South (206)-764-4010 (King County)

E. Restoration of the Right of Way:

1. Contractor must leave right of way equal to existing or better.
2. Seed, mulch, and fertilize for erosion control and appearance.
3. All drainage systems must be restored, cleared of obstructions, and fully operational before project is accepted.

F. Final Inspection:

1. Developer will contact WSDOT in writing for the preliminary final inspection and itemized punch list of items for completion.
2. Write to WSDOT Utilities Office on completion of punch list work for final inspection.

G. Release of Surety Bond:

1. WSDOT will hold the Surety Bond for ONE YEAR after acceptance of the project to assure proper quality and workmanship.
2. A letter which will release the bond will be sent to the developer following a satisfactory final inspection, provided that the JA Account is paid in full.

II. PAVEMENTS AND OTHER SURFACE TREATMENTS: (WSDOT Standard Specifications, Division 5)

- A. *NO PAVING OPERATIONS WILL BE PERMITTED WHEN IT IS RAINING or SNOWING.***
- B.** Written permission from the NW Regional Administrator shall be required if paving operations begin after October 15, or before April 15. Surface temperature limitations as per section 5-04.3(16) of the 2004 WSDOT Standard Specifications shall be enforced.
- C.** Compaction testing will be performed by an independent testing lab as determined by the WSDOT Inspection Engineer.

III. MISCELLANEOUS CONSTRUCTION: (WSDOT Standard Specifications, Division 8) Continued—

A. *CONCRETE CONSTRUCTION: (Curbs, Gutters, Sidewalks, Electrical Pole Bases, and Spillways: (WSDOT Standard Specifications, Section 8-04, Section 8-14)*

- 1. The WSDOT Inspection Engineer may request that testing on fresh concrete (including cylinders) be performed by an independent testing laboratory.
- 2. Joints in the curb and gutter shall be spaced at 15-foot intervals, or spacing shall match existing joints in the abutting pavement.
- 3. Concrete curbs and gutters shall be cured for a least 72 hours by means of moist burlap or quilted blankets, or by other methods as approved by the WSDOT Inspection Engineer.
- 4. Extruded Cement Concrete Curbs shall be placed on clean, dry, pavement. Curbs shall be anchored to the existing pavement either by placing steel tie bars 1 foot on each side of every joint, or by using Type II epoxy resin meeting requirements of section 9-26 of the 2004 WSDOT Standard Specifications.
- 5. Extruded Asphalt Curbs and Gutters shall be placed on clean, dry, pavement. immediately prior to placing the curb, a tack coat of asphalt at a rate as directed by the Inspection Engineer shall be applied to the surface upon which the asphalt curb is to be placed.
- 6. The foundation shall be shaped and compacted to a firm even surface conforming to the section shown in the approved plans. All soft material shall be removed and replaced with acceptable material.
- 7. The concrete used shall be Class 3000 with air entrainment conforming to the requirements of section 6-02 of the 2004 WSDOT Standard Specifications
- 8. The WSDOT Inspection Engineer may request that testing on fresh concrete (including cylinders) be performed by an independent testing laboratory.
- 9. Concrete Sidewalks shall be cured for at least 72 hours by means of moist burlap or quilted blankets, or by other methods as approved by the WSDOT Inspection Engineer.

B. *SIGNING AND PAVEMENT MARKINGS: (WSDOT Standard Specifications, Sections 8-21 & 8-22).*

- 1. Paint and signing samples shall be submitted for testing unless waived by the WSDOT Inspection Engineer.
- 2. Two applications of paint will be required on all paint stripe markings as per section 8-22.3(3) of the Standard Specifications.

IV. DRAINAGE STRUCTURES, STORM SEWERS, SANITARY SEWERS, WATER MAINS, AND CONDUITS: (WSDOT Standard Specifications, Division 7)

A. *Materials, Testing, and Workmanship.*

- 1. All Materials used on this project shall be pre-approved, and listed in the WSDOT QUALIFIED PRODUCTS LIST (QPL).

2. Samples of Materials shall be submitted as specified in the QPL.

B. Trenches.

1. Plan for shoring and cribbing must be submitted by registered professional engineer and approved by WSDOT prior to excavation of depths over 4 feet.
2. All trenches must be backfilled each night.
3. Backfill must be compacted to 95% in roadway prism, 90% in other areas. Maximum lift thickness is 6 inches.
4. Compaction testing shall be performed by an independent testing lab as determined by the WSDOT Inspection Engineer.

C. Illumination, Traffic Signal Systems, and Electrical Construction: (WSDOT Standard Specifications, Section 8-20/Standard Plans J-1 through J-11a)

1. The WSDOT Electrical Inspector must be notified 24 hours prior to starting each aspect of the contract.
2. As-Built Plans of the completed project shall be submitted to WSDOT prior to the release of the Surety Bond.
3. MATERIALS:
 - a. All Electrical Materials used on this project shall be pre-approved, and listed in the WSDOT QUALIFIED PRODUCTS LIST (QPL).
 - b. Samples of Materials shall be submitted as specified in the QPL.

TRAFFIC CONTROL AND PUBLIC SAFETY

A. Traffic control must be in accordance with the MUTCD Manual:

1. A Traffic Control Plan must be submitted to, and approved by WSDOT prior to starting construction on State right-of-way. Use of Standard Traffic Control "K" Plans as a guideline is suggested.

B. FLAGGERS must wear hard hats, construction safety vests and have standard paddles. They must have flagging cards in their possession.

C. Traffic Restrictions:

1. Notify inspector 48 hours in advance so that the Traffic System Management Center (TSMC) can be informed of lane closures.
2. Excavation adjacent to travel lanes shall be backfilled the same day.
3. All lanes shall be open and shoulders clear of construction materials and equipment during non-working hours.
4. The working hours for this project are per the Developer Construction Agreement. Any extension of these hours must be requested in writing and approved prior to construction. Weekend or holiday (including Canadian Holidays-Whatcom County) work is not permitted without written permission from WSDOT.
5. Storage of equipment or materials on Right of Way is not permitted.
6. Minimize tracking onto roadway. Sweep as often as necessary.
7. When roadway is left rough or shoulders are affected by construction activity, the work area must be marked with lighted barricades at night.
8. Developer will designate a person responsible for traffic control and provide name and phone number for both daytime and non-working hour emergencies:

Name _____

Title _____

Daytime Phone No. _____

Non-Working Hours Phone No. _____

THESE MINUTES ARE AN ACCURATE AND TRUE REFLECTION OF THE MEETING HELD ON THIS DATE.

WSDOT/Developer Construction/Liaison Engineer

Developer Representative

Contractor Representative

AGREEMENT NUMBER: UC-					JA ACCOUNT NUMBER: JA-					
DATE:					MEETING LOCATION: Job site					
DEVELOPER:										
PROJECT:										
JA-			CS-		SR-		MP-		MTCE. AREA=	
WSDOT REPRESENTATIVE:							PHONE:			

COMPANY

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